

**Council on Technology Services  
Seat Management Workgroup  
November 20, 2000 Meeting Minutes**

Electronic Government Implementation Conference Room, Washington Building, Richmond Virginia  
2:00 p.m.

**ATTENDANCE**

**Members Present:**

Steve Kelliher (VDOT); Ken Mittendorff (Supreme Court of VA); Wayne Stafford (DOC); George Williams (UVA);

**Presenters, Staff, Guests, and Representatives:**

Claudine Conway (GTSI); Curt Diemer (eGov-OSM); Bette Dillehay (SOTech); Eric Perkins (eGov-OSM); Chuck Tyger (eGov-OSM);

**Members Absent:**

Laverne Brach (DGS); Courtney Carpenter (College of W&M); Ed Ernouf (Public Defender Commission); Naseem Reza (VSP); Keith Segerson (GMU); Pete Stamps (Lottery); Rick Wilhelm (Fairfax County);

**WELCOME AND OPENING REMARKS**

Wayne Stafford, Chairman, convened the meeting of the newly reconstituted Seat Management Workgroup at 2 p.m. and distributed the agenda.

**MEETING SCHEDULING**

**Discussion**

It was generally agreed to hold monthly meetings of the Seat Management Workgroup unless a more frequent need arises.

**Action Items**

Group meetings are scheduled for December 11th, January 22nd, and February 26th. All meetings will take place at 2:00 p.m.

**OFFICE OF SEAT MANAGEMENT UPDATE**

**Eric Perkins – OSM Manager**

The charter and role of the new Office of Seat Management (OSM) was described and related issues such as what the OSM needs to fulfill its charter, how it will meet those needs and its relationship with the COTS Seat Management Workgroup (SMW) were discussed. A copy of the Discussion points was distributed.

A charter for the newly reconstituted SMW will be developed for presentation to the full COTS Committee at a future COTS meeting.

An update on the timing of the physical move of the OSM to the DIT building was given.

The uniform Request for Quotation (RFQ) web form, which the OSM and all three Seat Management Service (SMS) vendors are collaboratively creating, was discussed. The SMS RFQ web form will include a description of each line item and will be published to the OSM website and be available to all agencies and institutions. The form will be sent electronically to the OSM and copied to a representative of each vendor when submitted.

The OSM is conducting an initial web survey of targeted agencies to ascertain the current status and needs for SMS within each agency.

The OSM will be repository for data collected regarding all SMS initiatives as a part of its review process for assessing the value of SMS within Virginia government.

The OSM, together with vendor support is developing the OSM brochure and website which will be useful for prospective agencies conducting TCOs or considering SMS.

## **TOTAL COST OF OWNERSHIP UPDATE**

### **Chuck Tyger- OSM**

The OSM is working with the GartnerGroup to procure the TCO Manager Software and license and through the Attorney General's Office to license GartnerGroup copyrighted materials on the Total Cost of Ownership (TCO) best practices and chart of accounts. The copyrighted materials are an integral part of the draft guidelines being developed by the OSM. These draft TCO guidelines will be distributed to the Workgroup for review before the next meeting. The goal would be to adopt the guidelines and to send them to the full COTS committee with the Workgroups recommendation by the next full COTS meeting.

An update on the bid awards for TCO services was given.

The group agreed to begin creating a list of criteria that all potential SM contract modifications must meet to be considered.

## **ACTION ITEMS**

### **OSM**

Research and begin draft COTS Seat Management Workgroup Charter

Research and report on funding questions:

3 year contract length vs. biannual state budget  
Initial funding to move to transition to SMS

Research and report on whether the SMS contract permits fluctuation in the number of seats based on unforeseen changes in staff size.

Evaluate establishing a private COTS SMS Workgroup Intranet using free commercial services to facilitate communications among the workgroup.

Create a list of criteria that all potential SMS contract modification must meet to be considered.

SMW  
Review Draft TCO Guidelines and make changes or modifications as necessary.

### **NEXT MEETING**

The meeting was adjourned at 4:20 p.m and the next meeting will be in Richmond on December 11th at 2 p.m in the Washington Building in the 4th floor conference room.

Respectfully Submitted,

Curt Diemer  
Staff, COTS Seat Management Workgroup